



TEXAS HOUSE OF REPRESENTATIVES

INTERNAL AND EXTERNAL JOB POSTING

HOUSE STEWARD II

(Temporary Session Employee)

SUMMARY: Sanitation and cleaning of House facilities, including bathroom and kitchen facilities, ensuring equipment and work areas are maintained in a clean and sanitary manner. All work performed under the direct supervision of the Special Services Department manager.

ESSENTIAL JOB DUTIES:

- Performs general custodial functions such as sweeping, mopping, vacuuming, dusting, polishing, cleaning windows, and light fixtures.
- Cleans, dusts, and disinfects areas such as restrooms, offices, and other facilities; uses and applies germicidal cleaning solutions as appropriate.
- Disinfects and sanitize high touch areas such as: doorknobs, light switches, countertops, handles, desks, office equipment, toilets, faucets, sinks, ATM machines, public sitting areas, etc.
- Cleans office furniture, walls, floors; and empties trash. Moves office furniture and other items as needed.
- Operates floor maintenance equipment, including buffers, strippers, vacuums, and extractors.
- Restocks custodial supplies.
- May perform minor maintenance and repair work on custodial equipment. May assist in inspecting buildings and facilities for cleanliness and report needed repairs.
- Performs other duties as assigned.

EDUCATION & EXPERIENCE: Graduation from high school or equivalent is preferred. Experience and education may be substituted for one another. Experience cleaning and maintaining historic spaces preferred

KNOWLEDGE, SKILLS & ABILITIES: Knowledge of cleaning techniques and procedures and of inventory control principles and methods. Skill in the use of custodial materials and chemicals. Skill in the operation, cleaning and sanitizing food appliances and equipment. Ability to keep the dining, service and food preparation areas maintained and make sure the equipment is properly cleaned, sanitized and maintained. Ability to report defective equipment for repair. Ability to communicate effectively with House Members, their staff and department personnel. Must adhere to department dress code and demonstrate the ability to follow House Business Office and House Property rules, policies and procedures as set forth in the House Personnel Manual. Flexibility to work extended hours and weekends when necessary. Ability to perform other duties as assigned.

GENERAL SALARY INFORMATION:

SALARY RANGE:	\$3,000.00 Monthly Salary
OPENING DATE:	February 10, 2023
HOURS:	6:00 am - 2:00 pm
CLOSING DATE:	Until Filled
APPLY TO:	Texas House of Representatives

To be considered an applicant for this position, you must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Mail employment application(s) and resume(s) to:

Texas House of Representatives
Payroll/ Personnel Department
PO Box 2910
Austin, Texas 78768

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.